



CALIFORNIA WING OPERATING INSTRUCTION 12

8 MAY 2008

Information Technology E-MAIL LIST POLICIES

This policy applies to email mailing lists (xxx@cawg.cap.gov) administered by California Wing:

1. The **REDCAP** Alerting System is for **CRITICAL MISSION ALERTING** functions only. Messages sent to this system must be as short as possible, since most pagers and cell phones have limited display capability. Do not cross-post (post to REDCAP and any other email list) on the same message.

Formatting:

- The Subject line should have CAP and the mission number. (Example: CAP 08M1242). Putting CAP in the subject line will immediately alert people, and allows for rapid automatic sorting in email systems.
- The message body should be less than 140 characters in length, including spaces. The most critical information, including the need and the phone number, should be in the first line of the message, since some pager or cell phone devices can only display 110 characters (including the subject line). Non critical information that can be left out of the message includes the IC's rank, first name, the phrase "home phone", etc. Just the absolutely essential information is needed.
- Messages should NOT be formatted as formal radio traffic. Mission closing traffic should be posted to the **CAWGTRAFFIC** mailing list. No Further Assist messages should be sent to the **REDCAP** system.

2. The **CAWGTRAFFIC** mail list is for formal radio traffic and messages should be formatted correctly as such. Refer to CAPR 100-3, paragraph 2-19 for guidance on formatting radio messages.

3. The **ALL** mail list is for general information for all CAWG members. Abuse of this or any list will result in removal from the list by the wing commander. Messages to the **ALL** mailing list should not be formatted as formal radio traffic. Formal traffic should be transmitted via the **CAWGTRAFFIC** list only.

Information on subscribing to CAWG email lists is on the CAWG Web Site at <http://www.cawg.cap.gov> under member services.

Certified 8 May 08, Maj William M. Olah, IT